

Bill Reid Gallery

of Northwest Coast Art

Job Posting

Collections Assistant (Summer Student)

Bill Reid Gallery of Northwest Coast Art
639 Hornby Street, Vancouver BC
604.682.3455

Period of employment: May 20 - August 9, 2019 (12 weeks)

Hours: 9:30 am – 5pm Monday to Friday (7 hours per day with 1/2 hour lunch)

Salary: \$15.00 per hour

The mandate of the Bill Reid Gallery of Northwest Coast Art (BRG) is to reveal the vital and diverse Indigenous cultures of the Northwest Coast through the extraordinary work of Bill Reid and inspirational contemporary art. We respectfully acknowledge the Squamish, Musqueam and Tsleil-Waututh Peoples on whose traditional territories we live and work, and all the First Nations of the Pacific Coast.

Job Description

The Bill Reid Gallery launched a searchable database in 2018 (billreidgallery.pastperfectonline.com/) showcasing our small but important collection of artworks and archival materials related to the life and career of Bill Reid. These include artworks (sculptures, prints, carvings, jewelry, paintings) as well as sketches, cards, letters, and ephemera belonging to the artist. The Collections Assistant will work with the Curator to put additional documentation into the database, as well as catalogue new acquisitions to the collection, scan more archival materials, and add catalogue numbers to part of the collection. In addition, the Collections Assistant will help the curator with collections-related aspects of exhibitions and loans, including condition reports and documentation. The Assistant must be organized and detailed oriented and will perform other related duties as required.

Skills Required

Student in the field of library and archival studies, Indigenous studies, museum studies, or curatorial studies
Must be a current student between the ages of 16 and 30 and intend to return to your studies in the fall.
Indigenous students are encouraged to apply.

Good level of computer literacy including spreadsheets, database software, email.

Familiarity with the Rules of Archival Description is an asset

Fluent in English, Indigenous language would be an asset

Knowledge of Northwest Coast art and Indigenous cultural history an asset

Candidates will be chosen on the basis of their skill level and ability, therefore we welcome all applicants regardless of race, gender or disability.

Applications

Please forward applications with cover letter and resume by email to:

Beth Carter, Curator

bcarter@billreidgallery.ca

Applications will be accepted until April 23, 2019.

POSITION IS DEPENDENT ON GRANT FUNDING

We thank all applicants for their interest; However, only those selected for an interview will be contacted.